

《學術英語Power Up》

Unit 5

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課程名稱：基礎專業英文

教學主題：流程圖教學活動



學習目標 (Learning Objectives)

- 以英語清楚描述一個過程或程序
- 設計並解釋一份流程圖
- 運用連接詞與動作動詞組織口語內容
- 以流程圖輔助簡報，使聽眾清楚理解流程。

Look and think.

What do the pictures show, and how are they related?



圖片由Canva生成

How Pesticides Spread 農藥擴散的方式

Match each description to the correct picture and arrange them in the correct order.

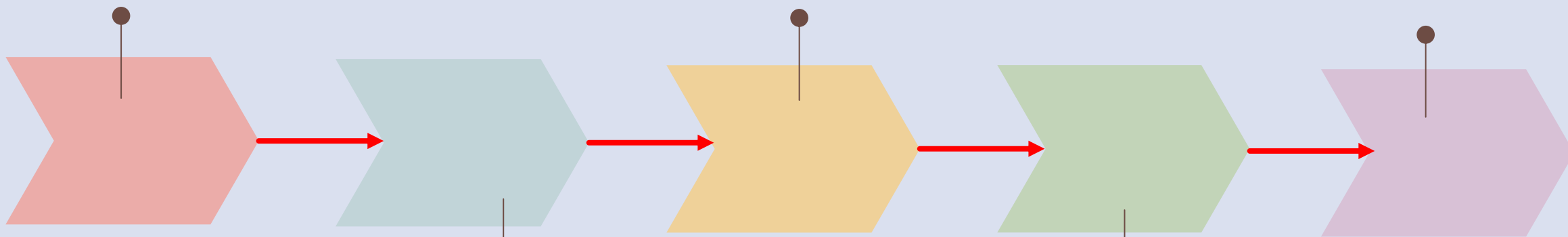
This is called bioaccumulation. The poison builds up in animals as it moves through the food chain.

Mice eat crops and get the poison inside their body.

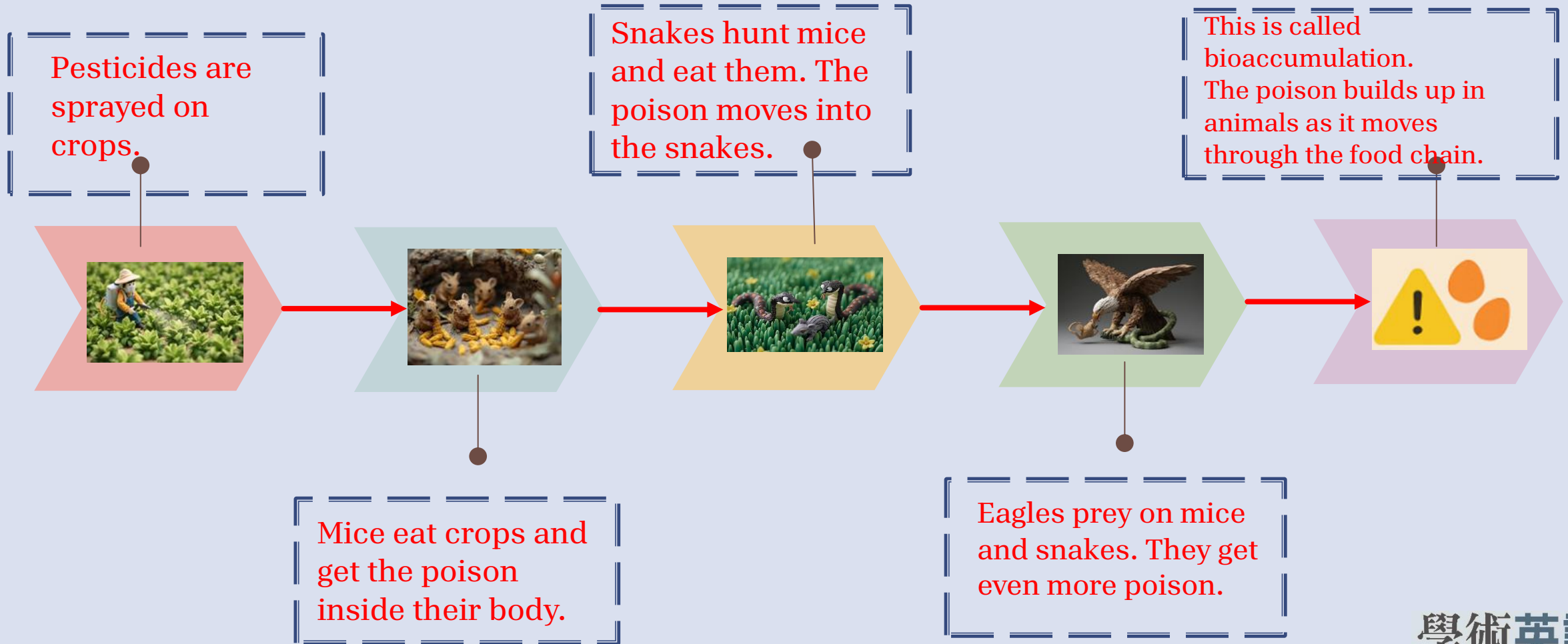
Eagles prey on mice and snakes. They get even more poison.

Pesticides are sprayed on crops.

Snakes hunt mice and eat them. The poison moves into the snakes.

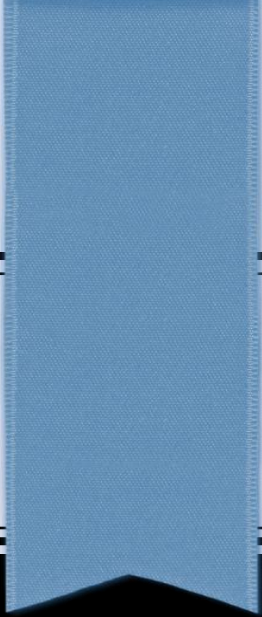


How Pesticides Spread 農藥擴散的方式



流程圖 (Flowcharts)

- 以視覺化方式呈現過程(process)或系統步驟(sequence of steps)的工具。
- 用來幫助使用者理解、分析或設計流程，使步驟清楚、結構有序。



Flowchart Presentation Practice 流程圖簡報練習

Pair Work in class

Business Card 101

Objectives:

- Identify the key elements of an effective business card.
- Use a flowchart to plan and organize your design process.
- Design and present your own business card, explaining each design choice.
- Use clear visuals and language to help your audience understand your design process.

Business Card 101

Read the text and find out what should be on a business card.

We live in a world that is quickly becoming paperless. However, it's still important to have a business card to give to people you meet. A well-designed business card can make you stand out and help you **market** yourself.

Business cards usually have the following basic information: company name, your name, job title, company address, phone number, and email address. However, they may also include other information such as your **social media** profile, your website, or even a “**tagline**” which says something about you.



Some people get **creative** with their business cards. A **cargo** company might have a business card that can be folded into a **miniature** cargo box. A plant shop can give out plastic business cards with seeds in them—if a customer adds a little water, the plant will grow!

The most important thing is that your business card should **match** your job. A banker should have a serious and simple card, while a designer could have something more interesting. Whatever you do, make sure your card is easy to read. After all, people should be able to contact you.



Source: English Work for the Office 1

STEPS IN DESIGNING A BUSINESS CARD.

Now read the text again and think of the steps in designing a business card.

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Steps in Designing A Business Card

Arrange the steps in the box in the correct order on a flowchart.

Decide the purpose of your card.

Review and finalize.

Choose layout and size.

Select colors and fonts.

Add logo or graphic.

Gather your information.

1. Decide the purpose of your card.
2. Gather your information.
3. Choose layout and size.
4. Select colors and fonts.
5. Add logo or graphic.
6. Review and Finalize.

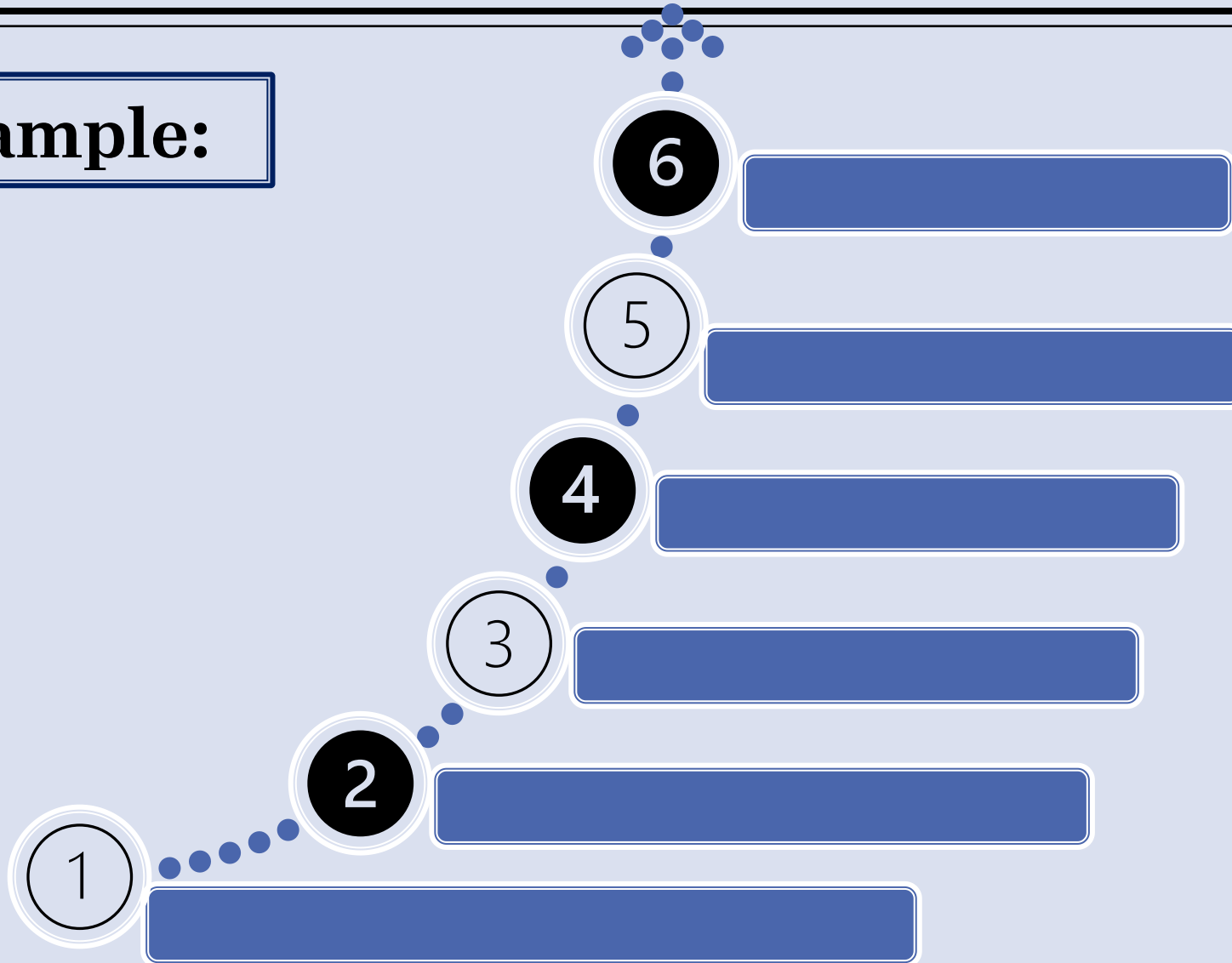
Pair Work: Present How to Create a Business Card

- Work in pairs to present how to design a business card using a flowchart.
- Your flowchart should illustrate each step in the process — from planning to final design — and your oral presentation should clearly explain the sequence.



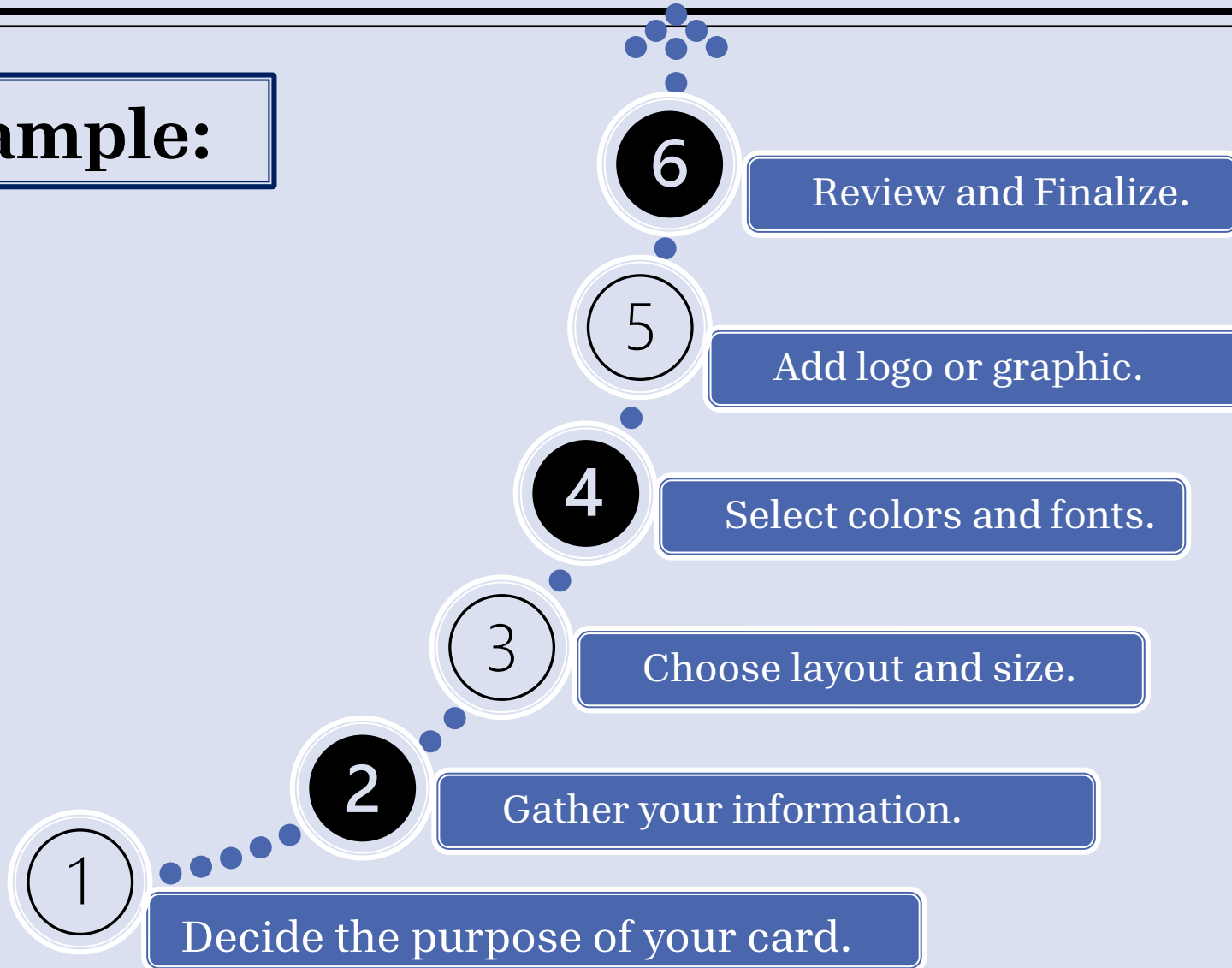
Pair Work: Create Your Flowchart!

Example:



Pair Work: Create Your Flowchart!

Example:

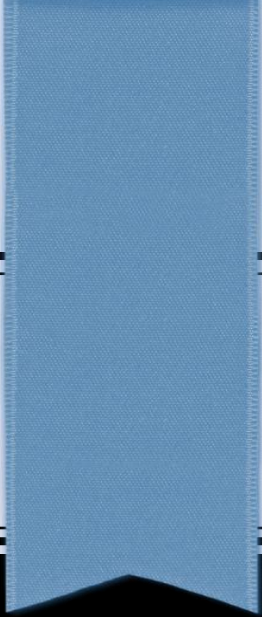


Pair Work: Present How to Create a Business Card

Use the sequencers to organize your speech:

- First, first of all, to begin with
- Next, then, after that
- Later, afterwards, subsequently
- Finally, in the end





Flowchart presentation 流程圖簡報

After class assignment

Presentation Task: Flowchart Presentation

Task Overview:

- For your final exam, you will give **an individual oral presentation** explaining a **process or procedure** using a **flowchart**.
- You should speak for **at least one minute**, with a **clear opening, body, and conclusion**.
- You can choose your topic from **your own area of knowledge or experience**.

Example:

- ✓ How to bake a cake
 - ✓ How to fix a bike
 - ✓ How to design a poster
 - ✓ How to plan a trip
 - ✓ How to edit a video
 - ✓ How to book a flight
- This task counts for 20% of your final course grade:
 - ◆ 10% – **Content** (Flowchart, Script, and PPT Design)
 - ◆ 10% – **Oral Presentation** (Delivery, Language, and Organization)

Presentation Task: Model Script

Hello, everyone! My name is _____. My student number is _____. I am studying _____ at Southern Taiwan University of Science and Technology. I'm going to show you how to create a business card using our flowchart.

The flowchart includes six main steps — from deciding the purpose to reviewing the final design. Let's go through them one by one.

Step 1: Decide the Purpose of Your Card

First, you need to decide the purpose of your business card. Ask yourself — Who will receive this card? And what image do I want to show? For example, a teacher's card may look formal, but a designer's card can be more creative.

Step 2: Gather Your Information

Next, gather all the information you want to include. Typically, you will need to provide your name, job title, phone number, email address, and possibly a social media

Step 4: Select Colors and Fonts

After that, select the colors and fonts that match your style or brand. For example, blue looks professional, while orange feels more energetic. Also, use only one or two fonts to keep it simple and consistent.

Step 5: Add Logo or Graphic

Later, add your logo or a simple graphic element. This helps people remember your card more easily. Just be sure the image doesn't take too much space or distract from the text.

Step 6: Review and Finalize

Finally, review and finalize your design.

Check spelling, spacing and contact details carefully. Then you can print your card or save a digital version for online sharing.

So, these are the six steps in the flowchart: decide the purpose, gather information, choose layout and size, select colors and fonts, add a logo, and review everything.

Following these steps will help you create a clear, professional, and eye-catching business card. Thank you for listening!



Class Dismissed!

